**Safe Job Procedures**

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| Name of Job:  **Refueling Trucks and Mobile Equipment** | Development Date:  **March 30th, 2011** | Developed By:  **CSNS** |

**Possible Hazards Present**

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| Fire/ Explosion | Skin exposure | Inhalation of toxic fumes |  |
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**Personal Protective Equipment (PPE) and Devices Recommended**

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| Steel toed boots | Nitrial gloves | Splash goggles |  |
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**What is a proper safe job procedure to follow?**

* Park vehicle parallel to the fuel pump. Position the vehicle to have its fuel tank opposite the pump.
* Apply maxi brakes.
* If operating a gas engine, shut engine off before starting the fuel pump.
* When using the card lock system, follow the instruction on the screen.
* Make sure the pump meter is returned to zero before pumping.
* Place the nozzle of the hose in the fuel tank of the vehicle, start the pump, fill the tank by depressing the lever on the nozzle. Do not overfill the tank, or use any device to hold the nozzle open while fueling.
* When the fuel tank is filled, shut off the pump and place the nozzle back on the mount.
* Record the fuel used on your time card, or get the print out from the card lock system. Turn this information in at the end of the day.
* Any spills are to be contained immediately. Use oil dry on any small spills. Absorbent pads are to be used on larger spills. All spills are to be reported to the office.
* Fuel spilled on hands or exposed skin shall be washed off ASAP.